

SCOPE OF DUTIES STATEMENT

Youth Activities Specialist

(CONTRACT POSITION)

General Purpose

Under general supervision, facilitate and monitor a wide variety of recreational activities for participants in a group recreation setting; perform other related duties as required.

Typical Duties:

Implement and lead social and recreational activities for participants at assigned site, to include, but not limited to, summer camps, special needs, after school sites and school playground programs, in accordance with El Paso Parks and Recreation Department's mission. Involves: Ensure participant's safety and well being at all times. Responsible for the use and condition of all recreation supplies and equipment inventory. Apply established disciplinary policies and procedures to ensure a safe and positive environment. Render simple first aid in emergency situations. Supervise volunteers as assigned.

Assist in supporting recreational activities in a group setting. Involves: Supervise assigned classroom or playground. Collect and account for fees received from participants. Complete all required reports in an accurate and timely manner. Oversee and participate in the cleanliness and orderliness of assigned facility.

Knowledge, Skills, and Abilities

- Application of good knowledge of general recreation activities to include games, sports, hobby crafts and special events.
- Application of some knowledge of first aid.
- Ability to maintain discipline.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, participants, parents and school staff.
- Ability to work with large or small groups.
- Ability to instruct and supervise others.

Other Job Characteristics:

- Requires mobility to perform a variety of recreational activities.
- Some positions may be exposed to extreme weather conditions.
- May require evening and weekend shifts.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and three (3) months of experience in recreation or a related field.